

ARCS 2 Process:	ARCS 2 INSTRUMENT MINIPLAN PROCESS	PRCS(MINIPLAN)- 007.000
Plan Owner: Bill Brown		May 16, 1997 Page 1

The following process has been established to develop ARCS Instrument MiniPlans:

Create MiniPlan. [PLN(TWP)-014.000] (1) The goal is to define the actions required to deliver ARCS-2 instruments to AIS. Timely deliveries are necessary to support the Integration and Deployment schedules. (2) TWPPPO / ATSS will author each Draft MiniPlan, documenting known actions needed plus the first four Instrument Acceptance Gates. TWPPPO will track the status of MiniPlans through processing with an "ARCS Instrument MiniPlan Status" Matrix [RPT(MiniPlan)-001.000]. (3) The instrument mentor is to review and revise the Draft actions, deliverables, and schedule dates. (4) TWPPPO and mentor negotiation is to result in agreement on a MiniPlan which defines collective actions needed to achieve the goal and an agreed-to schedule for each action. (5) TWPPPO is to issue the mentor's approved MiniPlan to the TWP web site.

Obtain Data. [PLN(TWP)-015.000] The owner and other interested individuals retrieve the Instrument MiniPlan from the web site for reference and guidance to complete instrument delivery on schedule. TWPPPO will provide the mentor the documents and materials needed to complete each action (e.g., procedures or documents).

Use MiniPlan. [PLN(TWP)-016.000] The owner executes the MiniPlan. Issues or recommended improvements are sent to TWPPPO via Fax or WWW form.

Update Status. Status of performance to plan will routinely be obtained weekly by TWPPPO initiated telephone calls. Non-routine input may occur at any time by anyone via cc mail, fax, or face-to-face meetings. Status data include milestone progress, completion / date, new or unexpected developments (and potential impact to schedule, quality or cost), and new programmatic or scientific issues. TWPPPO will update and re-release the MiniPlan to the web site.

Report Status. TWPPPO will issue a weekly summary report, which will identify latest status, variance to plan, schedule changes, and impacts of schedule changes on other dependent TWP plans or schedules. A problem adversely affecting intermediate schedules will result in a TWP-wide alert. A problem which threatens the ARCS Integration schedule will result in an ARM-wide alert.

Change Control. [PLN(TWP)-017.000] Instrument problems which cannot be solved by the mentor will be reported to TWPPPO. TWPPPO will coordinate problem resolution, with recommended corrective actions solicited from team members. Problem solutions, improvement recommendations and lessons learned will be evaluated by TWPPPO for implementation at the earliest possible date, via the Action Item and/or Baseline Change Request systems.